ENROLL A DEVICE FOR THE FIRST TIME

NOTE:

• You must complete these steps from an OFF-CAMPUS location.

1. FROM OFF-CAMPUS LOCATION GO TO ANY OF THE FOLLOWING PAGE

   • 2fa.uyteler.edu
   • outlook.uyteler.edu
   • one.uyteler.edu

2. LOGIN PAGE

   • Enter your email address (i.e., jdoe@uyteler.edu) and the regular UT Tyler account password.
3. START SETUP

- Scroll down to view more information
- Click Start setup

4. CHOOSE THE TYPE OF DEVICE YOU ARE ADDING (I.E., MOBILE, TABLET, ETC.)

- Select what type of device you are adding > Click Continue
5. TYPE YOUR PHONE NUMBER

- Enter the phone number > Check the box to confirm the phone number is correct > Scroll down
- Click Continue

6. CHOOSE THE TYPE OF PHONE

- Choose phone type
- Click Continue
7. INSTALL DUO MOBILE ON YOUR SMARTPHONE OR TABLET

1. FIRST – GO TO YOUR PHONE
   Follow the steps provided on your screen (as seen above)

- Launch the Google Play Store or Apple Store app on your phone
- Search for **Duo Mobile**
- Tap **Install** to install the app
2. **SECOND – BACK ON THE COMPUTER**

   - Click **I have Duo Mobile installed** to continue with the process

   ![Install Duo Mobile for Android](image)

8. **ACTIVATE DUO MOBILE ON THE PHONE**

   - Open Duo Mobile
   - Click **GET STARTED**

   **NOTE:** Allow Duo Mobile to take pictures and record video.

   - Your phone will turn the camera on

   ![Welcome to Duo Mobile](image)
ON THE COMPUTER

- With your mobile device scan the barcode on the computer screen to add the account to Duo Mobile.
- The Continue button becomes clickable after you scan the barcode and you get the green check mark.

ON YOUR PHONE WILL SEE THE FOLLOWING – proceed as seen below:
9. **MY SETTINGS & DEVICES**

Once the barcode was successfully scanned, and you clicked **Continue**, you will be taken to **My Settings & Devices**.

You can choose to add another device or scroll down to view more options.

If there are no other changes, click **Continue to Login**.
10. **YOU HAVE SUCCESSFULLY ENROLLED YOUR DEVICE**

You will see the message that you have successfully enrolled your device.

Click **Send Me a Push** to finalize the enrollment process.

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**IMPORTANT FINAL NOTE:**

When using Two-Factor Authentication, please make sure you select **Send Me a Push**.

- This option will send a push notification to the free DUO app that can be installed on your mobile device.
- The push notification DOES NOT count against your text messages quota.